



Job Ad

Organization:	Ministry of Government Services
Division:	Logistics Services Branch
Position Title:	MAIL AND SUPPLY CLERK
Job Term:	2 Permanent
Location:	189 Red River Road, Thunder Bay, P7B 6L8, North Region
Compensation Group:	Ontario Public Service Employees Union
Salary:	\$20.74 - \$22.24 per hour*
Posting Status:	Restricted to OPS employees living or working within 125 km of the work location
Job Code:	51204 - Clerk 3 Supply
Schedule:	4.7
Category:	Administrative and Support Services
Job ID:	36281

Your ability to work in a secure, fast-paced environment and meet strict deadlines will be a great match to this position in the Logistics Services Branch.

In this role, you will:

- work in a team environment to manage all incoming and outgoing mail
- prepare documentation for bulk shipments, trace and address shipment errors
- operate mail processing equipment
- maintain the supply inventory control system
- order, receive and distribute supplies, and liaise with service providers
- contribute to the ministry's service guarantee and exceed public expectations

What we are looking for:

Mail and supply management knowledge:

- knowledge of administrative and mail distribution systems and practices
- understanding of stock keeping and supply monitoring practices
- experience using a variety of material handling equipment
- knowledge of supply tracking, inventory control and postal/courier requirements and rates
- knowledge of computer software such as word-processing and spreadsheet software, Internet and web based mail tracking systems

Analytical and communication skills:

- ability to analyze, evaluate and maintain an organized work space
- demonstrated ability to follow-up on issues and the ability to identify discrepancies
- proven communication skills

Posting Date: Tuesday, April 26, 2011

Closing Date: Tuesday, May 10, 2011 11:59 pm EST

How to apply:

1. You must **apply online** from an OPS computer. You will not be able to apply from your home computer.
2. You must show how you meet what we are looking for clearly, completely and concisely. We rely on the information you provide to us.

3. Read the **job specification** to make sure you understand this job.
4. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
5. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Remember: The deadline to apply is Tuesday, May 10, 2011 11:59 pm EST.
Late applications will not be accepted.

Note: We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.

N-MG-36281/11(2)

**The Ontario Public Service is an equal opportunity employer.
We will accommodate your needs under the Ontario Human Rights Code.**

*Indicates the salary listed as per the OPSEU Collective Agreement.